

LAKE HAVASU CITY, ARIZONA

CLASS SPECIFICATION

CLASS TITLE: Intergovernmental/Communications Affairs Manager

BAND	GRADE	
E	920	
DEPARTMENT: City Manager	ACCOUNTABLE TO: City Manager	FLSA STATUS: Exempt
CLASS SUMMARY: Incumbent is responsible for managing the operations of two functional areas within the City's Manager's office. The incumbent is responsible for performing professional and technical work of high difficulty in developing, managing, and monitoring the City's intergovernmental and public communications activities at the federal, state and local level, and for managing the City's media information function.		
DISTINGUISHING CHARACTERISTICS: This is a stand alone classification and is distinguished from other classes by its responsibility for legislative activities, public information function and administration of special project assignments.		

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary. The job description does not constitute an employment agreement between the employee and the City and is subject to change as needs and job requirements change.)	FRE-QUENCY	
1.	Develops, directs and implements legislative priorities of the City by maintaining contact with legislative and political leaders at the federal and state level and coordinates staff efforts to obtain results on the City's legislative objectives at the federal, state and local level.	Daily	
2.	Represents the City at the State Legislature through communications and testifying before legislative committees; resolves differences between the City and other political jurisdictions through conferences and discussions.	Daily	
3.	Recommends and promotes the policies and goals of the City by conducting public policy analysis and facilitating communication of public policy to the community and other government agencies through the media and personal appearances at various community organizations.	Daily	
4.	Advises the City Manager and City Council on various intergovernmental relationships and policies.	Weekly	
5.	Prepares legislative resolutions, proposals, explanatory text, bill drafts, and amendments. Secures federal and state legislative sponsors as needed on City issues related to City legislative objectives.	Monthly	

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6.	Recommends policy and administrative positions to intergovernmental jurisdictions.	Weekly	
7.	Serves as primary staff member for regional projects, committees, and programs involving interaction with other governmental jurisdictions; advocates the City's position on issues; assists with representation as needed.	Daily	
8.	Manages the public information function by preparing and distributing various written media publications such as news releases, articles, brochures, video, reports and fact sheets for general public information.	Daily	
9.	Receives, coordinates, researches and provides disposition to appropriate City officials, and responds to citizens' inquiries, complaints, and concerns.	Daily	
10.	Manages and directs complex special projects at the direction of the City Manager; coordinates information flow with other City departments and prepares reports on activities.	Weekly	
11.	Performs other duties of a similar nature or level.	As Required	

Knowledge (position requirements at entry):

Knowledge of:

- State legislative procedures, functions, and committee organizational structures;
- Federal and State programs as they relate to municipal operations;
- Principles and practices of public administration;
- Theories, principles and practices of public relations, public information, and communications;
- Strategic planning and marketing principles and practices;
- English language, news media terminology; and various journalistic styles;
- Graphics, video, and visual production processes, preparation and presentation; and
- Project management techniques.

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Skills (position requirements at entry):

Skill in:

- Analyzing and interpreting research findings and conclusions;
- Composing and editing press releases, and other informational materials;
- Operating equipment such as personal computers, video cameras, photography equipment, etc.;
- Graphic arts, photography, and other forms of media design and layout;
- Written and oral communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction; and
- Translating public policy issues into meaningful public messages.

Training and Experience (position requirements at entry):

Bachelor's degree in public or business administration or a related field and three years of experience in administration of intergovernmental programs; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (position requirements at entry):

Position requires:

- Valid Arizona Driver's License.

Physical Requirements:

Positions in this class typically require: stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Classification History:

Draft prepared by Human Resources (SM)

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